

Stone Bridge School
Charter Council Meeting
SBS Library
1019 2nd Avenue
Napa, CA 94559

Draft Sent: 04/07/25
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**Stone Bridge School Charter Council Regular Meeting Minutes
March 11, 2025**

Members Present: Richard Beck, Meredith Fitzgerald, Maria Giusti, Melissa Haberman, Maria Martinez, Birha McCann, Heidi Solding

Members Absent: Lisa Meyers (*except for a portion of Agenda Item #7 <as an interviewee>*)

Staff Present: James Brown (Executive Director), Greg Greeson (Faculty Advisor), Heather Shumaker (Office Coordinator), Kristie Yen (Yen Fiscal Solutions, via Zoom) (*for Agenda Items #14-#15*)

Scribe Present: Heather Shumaker

Public Present: Ritchelle Nguyen, Ashley Terradista, Laura Jones, Julia U'Ren, Jess Mosher, Halley Lauer, Jane Breneman, Michele Conyers, Martha Clements, Tara Zwetsloot, Taylor Almond

1. **Verse. Call to Order** at 6:07pm. **Identify Timekeeper:** Birha McCann.
2. **Approve Agenda:** Charter Council discussed a couple of updates in the agenda, specifically:
 - o Attachment #5a became #5a.1-#5a.2.
 - o Agenda Item #12 will reuse Attachment #4a or #4b (based on the outcome of closed session).

Passed with a motion by Maria Giusti and a second by Meredith Fitzgerald.

Richard Beck	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Lisa Meyers	Absent
Heidi Solding	Yes

3. **Executive Director Hiring Committee Update:** Melissa Haberman welcomed the public present at the meeting, reviewed the process the Executive Director Hiring Committee (EDHC) used that led to inviting the final two Executive Director candidates to interview with Charter Council tonight, and outlined the final process steps that will be taken during of tonight's meeting. As part of this update, she shared that:
 - The EDHC consisted of 10 stakeholders, including:
 - o **Charter Council Representatives:**
 - Melissa Haberman (Parent Member)
 - Birha McCann (Community Member)
 - Maria Martinez (Community Member and former Executive Director)
 - o **Administrative Team:**
 - James Brown (current Executive Director)
 - Heather Shumaker (Office Coordinator)

- o Faculty Representatives:
 - Michele Conyers (3rd Grade Lead Teacher <representing lower grades>)
 - Julia U'Ren (7th Grade Lead Teacher <representing upper grades>)
 - Maria Giusti (Handwork Subject Teacher <representing subject classes>)
- o Parent Representatives:
 - Amber Paukert (Parent-at-Large) *<= Also performing the role of EDHC Chair*
 - Ritchelle Nguyen (Parent Council Treasurer)
- The job was posted both internally and externally (on Waldorf Today and Ed-Join). Candidates were asked to submit a letter of interest, a current resume with references, and 3 letters of recommendation.
- There were 5 applicants, two of whom were declined due to insufficient experience, and three of whom went through initial in-person interviews.
- Based on the initial interviews, one candidate was released, and the final two candidates each:
 - o Had their references checked
 - o Wrote a letter of introduction to the school community
 - o Came to campus for a tour, lunch with Administration, and a Faculty Meet and Greet
 - o Created and shared in-person evening presentations with SBS parents and employees, including question and answer sessions
- Feedback was collected from parents and employees regarding both of the final candidates, and the EDHC prepared a recommendation for Charter Council and invited both candidates (Lisa Meyers and Kat McFee) to come tonight for in-person interviews with Charter Council.
- Tonight during closed session, both candidates will have the opportunity to interview with Charter Council, and Charter Council will deliberate and vote, then return to open session to share their final selection.

4. **Public Comment (for items not on the agenda):** There was no public comment about items not on the agenda. However, Melissa Haberman invited members of the public who filled out comment cards regarding the hiring of a new Executive Director to share their input at this point, because the actual interviews and deliberation will occur in closed session. (She also asked everyone to limit their public comments to two minutes.)

Julia U'Ren, Laura Jones, Ashley Terradista, Tara Zwetsloot, Michele Conyers, and Martha Clements all shared public comment supporting the candidacy of Lisa Meyers as the next Stone Bridge School Executive Director. *(At the conclusion of this public comment session, most of the public present left the meeting. The only public members who stayed are Laura Jones <who left when the meeting went to closed session>, and Ritchelle Nguyen, Halley Lauer, and Taylor Almond <who all stayed until the end of the meeting>.)*

5. **Approve Minutes for 02-11-25 Meeting (#1):** Passed with a motion by Richard Beck and a second by Maria Martinez.

Richard Beck	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Lisa Meyers	Absent
Heidi Soldingier	Yes

6. **Review Charter School Executive Director Comparable Compensation Data (#2a-#2b):** Melissa Haberman shared the Executive Director salary schedule for Stone Bridge School (approved by Charter Council on 12/10/24), along with comparable compensation data from Novato Charter School, Sacramento Waldorf School, and Golden Bridges School. She indicated

that this review is intended to help the Board perform the appropriate due diligence to ensure that we are offering reasonable, comparable compensation pursuant to IRS regulations for nonprofit corporations.

Break: *At this point, Charter Council took a short break while Maria Giusti (the only SBS employee on the board present for the meeting) recused herself and the remaining public present who wanted to stay relocated to the 3rd Grade classroom so the Board could move into closed session in the library. (Quorum was still met.)*

Closed Session: Entered at 6:35pm. (James Brown, Greg Greeson, and Heather Shumaker were invited to participate in this closed session.)

7. **Public Employment (Government Code Section 54957) (#3a-#3c):**

- Title: Executive Director (Interviews and Deliberation)

8. **Public Employee Appointment (Government Code Section 54957):**

- Title: Executive Director (Appointment)

9. **Public Employment (Government Code Section 54957) (#4a-#4b):**

- Title: Executive Director (Employment Agreement)

Break: *At this point, Maria Giusti and the remaining public present were invited to return to the library at the conclusion of closed session. (Quorum was still met.)*

Open Session: Re-entered at 8:22pm.

10. **Report from Closed Session:** Melissa Haberman reported that the Board voted to offer Lisa Meyers the role of Stone Bridge School Executive Director for our 2025-26 school year.

11. **Oral Report of Compensation Package for Executive Director:** Pursuant to Government Code Section 54953, Melissa Haberman shared an oral report of the proposed compensation for our new Executive Director. Specifically, pursuant to the proposed employment agreement, Lisa Meyers would be offered each of the following amounts of compensation:

- Total Salary: \$130,906, which includes...
 - o Base Salary: \$110,206
 - o Reward for 21 Years of Administrative/Teaching Experience: \$14,700
 - o California Administrative Credential: \$4,000
 - o California Teaching Credential: \$2,000
- Medical Benefits: Up to \$850/month covered towards one of the SBS Kaiser plans
- Dental Benefits: 75% covered for SBS dental plan
- Employer Contribution Toward Retirement Plan: Statutory employer contribution towards CalPERS or CalSTRS (currently 27.05% towards CalPERS or 19.10% towards CalSTRS)

12. **Approval of Employment Agreement for Executive Director (#4a):** Melissa Haberman asked the board to approve the proposed employment agreement for Lisa Meyers. (See Agenda Item #11 for more details.) Passed with a motion by Maria Martinez and a second by Birha McCann.

Richard Beck	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Abstained
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Lisa Meyers	Absent
Heidi Soldingier	Yes

13. **Approve Field Trips (#5a.1, #5a.2, #5b):** Charter Council reviewed field trip proposals for 5th Grade's Overnight Field Trip to Jug Handle Farms (3/25/25-3/27/25) and for 7th Grade's Explorer's Tournament at Kennedy Park (3/14/25). Charter Council invited Ritchelle Nguyen to speak about the 5th Grade field trip, and she shared that Parent Council approved providing up to \$1,000 for field trips for each class. Charter Council also indicated that their approval of the 7th Grade Explorer's Tournament is contingent upon there being a lifeguard on duty for the water-based portions of the event. Passed with a motion by Birha McCann and a second by Heidi Soldingner.

Richard Beck	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Lisa Meyers	Absent
Heidi Soldingner	Yes

14. **Review Monthly Financials: Financial Summary, Budget vs. Actuals, Cash Flow (#6a-#6c):** Kristie Yen (from Yen Fiscal Solutions) presented the Stone Bridge School Financial Summary for January 2025, as well as the Budget vs. Actuals (for July – January 2025), and the Balance Sheet (as of 1/31/25). She explained that Stone Bridge School currently has a YTD net income of \$284,773 as of January 31, 2025, and she is projecting an operating surplus of \$51,423 by the end of the fiscal year based on the approved Fiscal Year 2024-25 Second Interim Budget. (Kristie shared that the school's reserve significantly exceeds the recommendation of cash on hand for 3-months of expenses, and she answered questions as they arose.)

15. **Approve Second Interim Budget Report (#7a-#7b):** Charter Council approved the 2024-25 2nd Interim Budget Revision during our 2/11/25 meeting, and Kristie Yen incorporated it into the proposed 2nd Interim Report being reviewed tonight, along with our actuals data through 1/31/25. (This report is due to NVUSD and NCOE by 3/15/25.) Passed with a motion by Maria Martinez and a second by Richard Beck.

Richard Beck	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Lisa Meyers	Absent
Heidi Soldingner	Yes

16. **Review and Approve Audit Engagement Proposal for Current Year (#8):** James Brown shared an audit engagement proposal from Chavan and Associates for a three year contract (for fiscal years 2024-25, 2025-26, and 2026-27). Their proposal includes an annual audit rate of \$13,650 plus \$2,250 tax for each of the three fiscal years covered. Passed with a motion by Maria Martinez and a second by Maria Giusti.

Richard Beck	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Lisa Meyers	Absent

Heidi Soldingier Yes

17. **Administration Update:** James Brown shared updates, including:
- Open Enrollment Update for 2025-26 (#9)
 - Demographic Report for Open Enrollment (#10)
 - Attendance Report for 2024-25 (#11)
 - Community Giving Update for 2024-25 (#12)
 - Community Giving Update
 - TK/K Update
 - Hiring Update 2025-26
 - Upcoming Dates:
 - o March 14: Explorer's Tournament
 - o March 21: No School – Unneeded Flex Day
 - o March 25-27: 5th Grade Overnight Field Trip to Jug Handle
 - o March 28-30: 4th Grade Overnight Field Trip to Columbia State Park
 - o April 2: Spring Concert Community Night
18. **Diversity Committee Update:** James Brown shared that we now have demographic data from our 2025-26 open enrollment applications (shared during Agenda Item #17 above).
19. **Faculty Update:** Maria Giusti shared that Faculty participated in the Meet and Greet with both of the final Executive Director candidates, and they have been doing training with Cyber Civics.
20. **Parent Council Update:** Heidi Soldingier shared updates, including:
- Dine and Donate Events
 - Auction Praise (and the importance of supporting the auction committee in the future)
 - Parent Education Night (3/25/25)
 - Executive Director Hiring Committee Representation
 - 25th Anniversary Party Planning
 - Fun Run (4/24/25)
 - Poker Night (5/9/25)
 - PC EVF Waste Booth Won \$500 from Napa Recycling and Waste Services
 - PC Representatives for Next Year
21. **Charter Council Co-Chairs Update:** Melissa Haberman shared updates, including:
- Form 700 (*due by 4/3/25 for continuing board members*)
 - Required Ethics Training and Brown Act
 - Discuss School Inclusion Resolution (*tabled for a future meeting in the interest of time*)
22. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting is scheduled for Tuesday, 4/8/25.
23. **Adjourn:** Passed with a motion by Maria Martinez and a second by Birha McCann at 9:24pm.
Verse.
- | | |
|---------------------|--------|
| Richard Beck | Yes |
| Meredith Fitzgerald | Yes |
| Maria Giusti | Yes |
| Melissa Haberman | Yes |
| Maria Martinez | Yes |
| Birha McCann | Yes |
| Lisa Meyers | Absent |
| Heidi Soldingier | Yes |

Key: (#x) = Attachment Reviewed (*where x represents the attachment number*)